

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DEPT OF VETERANS AFFAIRS  
PO BOX 942895 ROOM 403  
SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>03/26/10-04/02/10</u>
Total Expense Amount	<u>986.02</u>
Amount Due Employee	<u>583.44</u>
Form ID	<u>TEA000625714</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/30	Lodging	148.50	
2)	03/31	Lodging	148.50	
3)	03/31	Parking, Auto	12.80	
4)	04/01	Gasoline	18.64	
5)	04/01	Parking, Auto	20.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

\_\_\_\_\_  
ROCKY J CHAVEZ

# **Travel & Expense Account Summary**

Employee Name                      ROGER BRAUTIGAN  
Expense Dates                      03/26/10-04/02/10  
Report Name                        April Travel

Request Total \$        986.02  
Direct Charge Total -    402.58  
Travel Advances -        0.00  
Net Due Employee =    **583.44**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Gold Star	115.50
Regular Travel	Judge Pregerson	843.02
Regular Travel	Burke Funeral	15.50
Regular Travel	Dignity Alcove	12.00

NOTE: (d)=Direct Charge

DATE	Fri Mar 26									TOTAL
Mileage, Personal Auto	12.00									12.00
<b>TOTALS \$</b>	<b>12.00</b>									<b>12.00</b>

DATE	Sun Mar 28	Mon Mar 29								TOTAL
Mileage, Personal Auto	7.00	8.50								15.50
<b>TOTALS \$</b>	<b>7.00</b>	<b>8.50</b>								<b>15.50</b>

# Travel & Expense Account Summary

DATE	Tue Mar 30	Wed Mar 31	Thu Apr 1							TOTAL
Mileage Personal Auto	6.00		6.00							12.00
Dinner	18.00	18.00								36.00
Lodging	148.50	148.50								297.00
Breakfast		6.00	6.00							12.00
Lunch		10.00	10.00							20.00
Incidentals		6.00	6.00							12.00
Parking, Auto		12.80	20.00							32.80
Gasoline			18.64							18.64
Auto Rental (d)			93.18							93.18
Commercial Air Fare (d)			309.40							309.40
TOTALS \$	172.50	201.30	469.22							843.02

DATE	Fri Apr 2									TOTAL
Mileage Personal Auto	97.50									97.50
Dinner	18.00									18.00
TOTALS \$	115.50									115.50

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Dignity Alcove	03/26/10	Mileage, Personal Auto	12.00	Cash
Regular Travel	Burke Funeral	03/28/10	Mileage, Personal Auto	7.00	Cash
Regular Travel	Burke Funeral	03/29/10	Mileage, Personal Auto	8.50	Cash
Regular Travel	Judge	03/30/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	Judge	03/30/10	Dinner	18.00	Cash
Regular Travel	Judge	03/30/10	Lodging	148.50	Cash
Regular Travel	Judge	03/31/10	Breakfast	6.00	Cash
Regular Travel	Judge	03/31/10	Lunch	10.00	Cash
Regular Travel	Judge	03/31/10	Dinner	18.00	Cash
Regular Travel	Judge	03/31/10	Incidentals	6.00	Cash
Regular Travel	Judge	03/31/10	Lodging	148.50	Cash
Regular Travel	Judge	03/31/10	Parking, Auto	12.80	Cash
Regular Travel	Judge	04/01/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	Judge	04/01/10	Breakfast	6.00	Cash
Regular Travel	Judge	04/01/10	Lunch	10.00	Cash
Regular Travel	Judge	04/01/10	Incidentals	6.00	Cash
Regular Travel	Judge	04/01/10	Gasoline	18.64	Cash
Regular Travel	Judge	04/01/10	Auto Rental	93.18	Direct Charge
Regular Travel	Judge	04/01/10	Commercial Air Fare	309.40	Direct Charge
Regular Travel	Judge	04/01/10	Parking, Auto	20.00	Cash
Regular Travel	Gold Star	04/02/10	Mileage, Personal Auto	97.50	Cash
Regular Travel	Gold Star	04/02/10	Dinner	18.00	Cash

**Travel & Expense Account  
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PO BOX 942895 ROOM 403  
SACRAMENTO, CA 94295-0001



Employee Name	BRAUTIGAN, ROGER
Expense Dates	04/07/10-04/27/10
Total Expense Amount	595.47
Amount Due Employee	485.73
Form ID	TEA000633577

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/07	Gasoline	47.83	
2)	04/08	Lodging	92.40	
3)	04/09	Gasoline	35.00	
4)	04/26	Lodging	114.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	43:123	This trip is less than 24 hours and Dinner has been claimed. Validation of trip start/end time required.	
2)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.

Approved  
by:

ROCKY J CHAVEZ

# **Travel & Expense Account Summary**

Employee Name                      ROGER BRAUTIGAN  
Expense Dates                      04/07/10-04/27/10  
Report Name                        April 2010

Request Total \$            595.47  
Direct Charge Total -      109.74  
Travel Advances -        0.00  
Net Due Employee =      **485.73**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Bay Area	234.50
Regular Travel	Workshop	27.00
Regular Travel	AW2	15.00
Regular Travel	All Hands	318.97

NOTE: (d)=Direct Charge

DATE	Wed Apr 7	Thu Apr 8	Fri Apr 9							TOTAL
Gasoline	47.83		35.00							82.83
Dinner	18.00									18.00
Lodging		92.40								92.40
Lunch		10.00								10.00
Incidentals		6.00								6.00
Auto Rental (d)			109.74							109.74
<b>TOTALS \$</b>	<b>65.83</b>	<b>108.40</b>	<b>144.74</b>							<b>318.97</b>

DATE	Fri Apr 9									TOTAL
Mileage Personal Auto	15.00									15.00
<b>TOTALS \$</b>	<b>15.00</b>									<b>15.00</b>

# Travel & Expense Account Summary

DATE	Sat Apr 24									TOTAL
Mileage, Personal Auto	27.00									27.00
<b>TOTALS \$</b>	<b>27.00</b>									<b>27.00</b>

DATE	Mon Apr 26	Tue Apr 27								TOTAL
Mileage, Personal Auto	53.50	39.00								92.50
Dinner	18.00									18.00
Bridge Tolls	4.00									4.00
Lodging	114.00									114.00
Breakfast		6.00								6.00
<b>TOTALS \$</b>	<b>189.50</b>	<b>45.00</b>								<b>234.50</b>

<p align="center"><b>Travel &amp; Expense Account Summary &amp; Detail</b></p>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	All Hands	04/07/10	Gasoline	47.83	Cash
Regular Travel	All Hands	04/07/10	Dinner	18.00	Cash
Regular Travel	All Hands	04/08/10	Lodging	92.40	Cash
Regular Travel	All Hands	04/08/10	Lunch	10.00	Cash
Regular Travel	All Hands	04/08/10	Incidentals	6.00	Cash
Regular Travel	All Hands	04/09/10	Auto Rental	109.74	Direct Charge
Regular Travel	All Hands	04/09/10	Gasoline	35.00	Cash
Regular Travel	AW2	04/09/10	Mileage, Personal Auto	15.00	Cash
Regular Travel	Workshop	04/24/10	Mileage, Personal Auto	27.00	Cash
Regular Travel	Bay Area	04/26/10	Mileage, Personal Auto	53.50	Cash
Regular Travel	Bay Area	04/26/10	Dinner	18.00	Cash
Regular Travel	Bay Area	04/26/10	Bridge Tolls	4.00	Cash
Regular Travel	Bay Area	04/26/10	Lodging	114.00	Cash
Regular Travel	Bay Area	04/27/10	Mileage, Personal Auto	39.00	Cash
Regular Travel	Bay Area	04/27/10	Breakfast	6.00	Cash